

CITY OF BEAVERTON

Fleet Manager

General Summary

Plan, direct and coordinate the overall activities of the maintenance, repair and replacement of the City's auto fleet, heavy equipment fleet equipment and tools.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage the fleet maintenance section. Develop, review, approve and implement section work plans, services, policies, procedures, replacement programs and reports. Set performance standards. Serve as a member of the City Operations and Maintenance Department management team. Evaluate performance and program effectiveness. Recommend action for improvement as necessary. Prepare requests for proposals and authorize payments to contractors and consultants.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Prepare, recommend and monitor budget for section.
4. Responsible for the acquisition, utilization and disposition of fleet vehicles and construction equipment; provide technical information relative to appropriate fleet size, cost effective use and types of equipment.
5. Develop work plans, timelines, schedules and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
6. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
7. Produce an acceptable quantity and quality of work that is completed within established timelines.

8. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Represent the Fleet Maintenance section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards. Investigate accidents and incident reports and take corrective action.
11. Follow standards as outlined in the Employee Handbook.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures related to automotive and diesel/combustion engine maintenance and repair.
- ◆ Expert knowledge of practices and principles required to manage a full-service automotive and diesel/combustion engine repair and maintenance garage.
- ◆ Expert knowledge of metal cutting and welding.
- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing automotive and diesel/combustion engine repair and maintenance.
- ◆ Expert knowledge of tools and testing equipment used automotive and diesel/combustion engine repair and maintenance.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making related to the operations of a full-service garage.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to a full-service garage.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert ability to develop and maintain vehicle maintenance standards and vehicle service life.
- ◆ Expert ability to write maintenance specifications.
- ◆ Expert ability to fabricate and adapt tools and equipment.
- ◆ Expert ability to work with computerized equipment and testing systems.
- ◆ Expert ability to interpret technical repair and maintenance manuals.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a section.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs as required for position.

Minimum Qualifications Required for Entry

Associate degree in management or automotive diesel technology, or a related field, with advanced course work in same required, and 6 years experience in a full-service fleet maintenance and repair garage that included diesel and combustion engines, including 2 years in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License-B with air brake and tank endorsements required.
- ◆ Oregon Department of Environmental Quality (DEQ) Fleet Vehicle Emission Inspector License required.
- ◆ Oregon DEQ Refrigerant Recovery Certificate required within 3 months.

Working Conditions

Regular focus on a computer; daily use of a keyboard or similar device; occasional response to emergency conditions in off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Operations and Maintenance Supervisor

Revised: 1/98

New class specification title 1/98: Fleet Maintenance Supervisor

New class specification title 9/03: Fleet Manager

Revised: 11/04

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date